



## **Bicycle, Pedestrian and Greenways Program Intern**

**COMPENSATION:**    **Unpaid**

**DATES:**                **Spring or Summer**

**HOURS:**                **Flexible hours (M-F: 8am - 5pm, Occasional Nights and Weekends) ); minimum 16 hours a week and 200 hours**

### **JOB SUMMARY:**

The Bicycle, Pedestrian and Greenways Program Intern is a qualified undergraduate or graduate student majoring in natural resources, planning, parks and recreation or a related field. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of a Planning and Development department in a municipal setting.

The intern will perform a variety of duties associated with the different aspects planning and management of the bicycle, pedestrian and greenways system. Area of emphasis is flexible based on intern's interests and skills as well the department's focus.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Assist with planning (master plan update, facility development).
2. Assist with coordination (volunteers, special events and programs).
3. Assist with research (data analysis, grant writing, user counts).
4. Assist with program development (community outreach, instruction, and media).
5. Complete special projects and other duties as assigned.

### **JOB QUALIFICATIONS:**

Required:                Currently an undergraduate or graduate student in the study of natural resources, planning, parks and recreation or a related field. Ability to perform in an indoor and outdoor setting. Available occasional nights and weekends. Ability to operate a variety of office equipment to include a personal computer and a variety of computer software such as Office Suite; especially Word, Power Point and Excel. Excellent writing and communication skills. Possession of a valid Texas Driver's License.

### **TO APPLY:**

Please email resume to [recruiting@cstx.gov](mailto:recruiting@cstx.gov) and make sure to note "**Bicycle/Pedestrian/Greenways Program Internship**" in the subject field.